



Preparing for VTrckS

VTrckS Access

What is VTrckS?

VTrckS stands for Vaccine Tracking System. VTrckS is the name of the new vaccine ordering system released by the Centers for Disease Control and Prevention (CDC). VTrckS is an application that will help you order and manage your Vaccines for Children (VFC) and publicly-funded vaccines more efficiently.

What will you need to do?

In order to use VTrckS, each user at the provider office must go through the identity proofing process. Identity proofing is a required step when requesting access to any federal information system.

Please review the Provider Technical Set Up document with your IT staff to be sure your Internet access and Web Browser is compatible with VTrckS. (See [Provider Technical Set Up](#)).

Identity Voucher

In order to complete the identity proofing process each VTrckS user will need to complete an Identity Voucher. (See [Identity Voucher](#)). You must maintain a record of this identity voucher for 7-1/2 years after the last access to VTrckS.

User List

The responsible clinician (the individual who signs the CVP provider agreement form) from each office, will be required to submit a User List Worksheet ([See user List Worksheet](#)) to the Connecticut Vaccine Program (CVP). The following information will need to be submitted to initiate the new user process:

- First and Last Name
- E-mail Address
- Provider Identification Number (PIN)
- Facility Name

How to get started

Complete the **User List Worksheet** and email back to the CVP at dph.immunizations@ct.gov. Then complete and maintain the **Identity Voucher** for each VTrckS user in your office.



What happens next?

The CVP will submit the User List Worksheet to CDC. CDC will send each VtrckS user listed on the worksheet for your facility an e-mail invitation to register with **Secure Access Management Services (SAMS)**. The invitation e-mail contains:

- A URL to the SAMS login page
- The user ID for the user (the SAMS and VTrckS user ID will be the user's unique e-mail address)
- A temporary password

The invitation is active for **30 calendar days**. If the user does not access SAMS within 30 days, the invitation expires and the user is purged from the system. You then need to request a new invitation for the user.

SAMS registration

Each user should plan to complete the registration portion of the ID proofing process in one sitting. SAMS does not allow the user to start the process, save their data, and exit without submitting the completed information.

Once logged into the SAMS system for the first time, the user is prompted to **create a new password**. When users create a new password, they are also prompted to select and create responses to **five security questions**. After completing their security information within SAMS, the user is prompted to **complete their profile**. The user must provide the following information:

- **First Name**, Middle Name (optional), **Last Name**, Suffix (optional), Preferred Name (optional)
- **Phone**, **Alternate Phone**
- **Organizational Affiliation** (name of business), **Position / Role** (work title)
- **Organization Address** (street, city, state, zip, and country)
- **Home Address** (street, city, state, zip, and country)

After entering their identifying information, the user is presented with a confirmation page showing the data they entered. After confirming the information, the user submits the data and logs out of the system.

SAMS will send users an approval e-mail to indicate completion of the registration and proofing process. The subject of the e-mail is "CDC SAMS Official Communication: SAMS Activity Authorization."

Congratulations!

You've completed the ID proofing process and have secured your log in user name and password. We appreciate your support and participation. Next contact the CVP to schedule your personal VTrckS training session to get started. Phone: (860) 509-7929 or email: dph.immunizations@dph.gov



Questions?

Please contact one of the below parties to answer any questions you may have from

Type of Question	Point of Contact
Identity proofing process or non-technical related inquiries	Mick Bolduc, Connecticut Department of Health, Immunization Michael.Bolduc@ct.gov Claudia Soprano, Connecticut Department of Health, Immunization Claudia.Soprano@ct.gov Phone: 860-509-7929
Technical support within VTrckS	Vaccine Order Management Contact Center Phone: 877-878-6247 E-mail: vaccineordermgmt@cdc.gov